

**From:** Bill Gates (Lauren Soentgen, Hung Dau, Cassidy Rimberg)  
**To:** MC Martin  
**Subject:** Weekly Progress Report – March 4, 2018

**Period:** 02/26/18-03/04/18

**Hours:** 1      **Hours to Date:** 31

**Accomplishments for week ending March 4, 2018**

- 1) Continued to edit BA scope document.
- 2) Met with one BA to discuss issues with getting everyone together.
- 3) Discussed questions that were answered in the final interview.

**Goals for week ending March 10, 2018**

- 1) Understand which BA is doing prototype or documentation after BAs (urgent)
- 2) Meet with BAs on a different day in order to get everyone together. (urgent)
- 3) Make final revisions of BA scope document after BAs receive additional feedback from Professor. (urgent)
- 4) PMs will meet over break in order to get more of the project documents done.

**Issues:**

- 1) Many BAs and PMs have conflicted schedules so there is some trouble with schedule the right time for all to meet, we have not been able to fully meet.
- 2) BAs/PMS cannot meet over break.
- 3) This past week when we were supposed to meet there was a snowstorm and only two people (one BA and one PM) could meet